

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 12-68

PERMANENT

23 March 2012

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604
(508) 233-7452/6757 (DSN) 256-7452/6757

SERVICE: *Army Guard*
APPLICATIONS ACCEPTED UNTIL: 23 April 2012
EMPLOYMENT LOCATION: UTES, Camp Edwards, MA
TELEPHONE CONTACT: CW2 Gary R. Jewell, 508-968-5876

POSITION: PRODUCTION CONTROLLER
SERIES/GRADE: GS-1152-07

PDCN: D1259000
SALARY: PA \$ 42,406 to \$ 55,132

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input checked="" type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

✓ All current members of the Massachusetts Army National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE: (Grade Inversion Prohibited):

Compatible CMF 91, 94 MOS: 92A, 92F, 92Y, 92Z

Maximum Military Grade
Minimum Military Grade

Officer:
Officer:

Warrant Officer:
Warrant Officer:

Enlisted: SFC
Enlisted: PFC

GENERAL EXPERIENCE: Experience, education or training which indicates the candidate can reason in quantitative terms, communicate orally and in writing in a clear and concise manner, understanding the terminology and data pertaining to repair operations and process characteristics of the production activity.

SPECIALIZED EXPERIENCE: Must have **12 months experience**, education or training working with people from various levels and backgrounds. Experience with a general knowledge of the functions and procedures of production control, records, references, and techniques for developing production control data. Experience assisting or maintaining workflow.

Substitution of Education for Specialized Experience – A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to Production Control.

ALL APPLICATION PACKAGES MUST MEET THE ABOVE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS TO BE FOUND QUALIFIED. ONLY YOUR RESUME AND/OR OF 612 ARE USED FOR QUALIFICATION PURPOSES.

QUALIFIED PACKAGES WILL THEN BE FORWARDED TO THE BOARD PANEL TO BE EVALUATED BASED ON THE FOLLOWING KSA QUESTIONS:

1. Knowledge of scheduling maintenance requirements. Includes ability to project resource requirements and manpower/time utilization, and develop monthly schedules in support of unit mission. Familiarity with Army requirements and practices for scheduling.
2. Knowledge of mission requirements and ability to judge relative importance of maintenance tasking to build prioritized schedule.
3. Knowledge of equipment and mission requirements enabling you to make priority judgments concerning cannibalization of parts from other equipment to meet critical demands.
4. Knowledge with applicable regulations and other documents concerning the preparation of Status of Resources and Training System (SORTS) Reports. Includes knowledge of minimum equipment capabilities and support requirements and personnel facility and mobility training standards.
5. Knowledge of documentation of maintenance actions including man-hour accounting, maintenance analysis and preparation of status reports.

Job announcements and application procedures are posted on Internet: WWW.MA.NG.MIL

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURES

Applicants must submit the following:

1. Resume **OR** Optional Application for Federal Employment (OF-612)
2. 1 Copy - HRO Form 1-1 (Application for Position Vacancy)
3. 1 Copy - HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
4. 1 Copy - Optional Form 306 (Not Applicable to Current On Board Technicians)
5. Current employees will furnish one (1) additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 (or HRO Form 1-4 for Supervisory positions) within two (2) workdays and forward it to HRO/Staffing.
6. 1 Copy SF - 181 (RACE AND NATIONAL ORIGIN IDENTIFICATION) **(THIS FORM IS OPTIONAL)**

******Please do not submit any additional documentation such as DD-214's, photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards, letters of appreciation/recommendations, etc. You may bring them to your interview, if desired.**

As a minimum, applications must contain the following:

- A. The announcement number, title and grade of the job you are applying for. **(HRO Form 1-1)**
- B. Full name, mailing address and day and evening phone numbers. **(HRO Form 1-1)**
- C. State military grade and MOS/AFSC. **(HRO Form 1-1)**
- D. High school/college education. **(Resume or OF-612)**
- E. Information on your paid and non-paid work experience related to the job you are applying for, as well as, all related military experience (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor). **(Resume or OF-612)**
- F. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments. **(Resume or OF-612)**

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Individual applicants must meet the mandatory experience qualifications and indicate how they meet them. Failure to do so will result in the application being returned as ineligible. In addition, candidates must indicate on **HRO Form 1-2** how they possess the Knowledge, Skills and Abilities (KSA's) for the board's review.

SUBMIT PAPER APPLICATIONS TO:

JFHQ - MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604



SUBMIT ELECTRONIC APPLICATIONS TO:

e-mail to: MA-staffing@ng.army.mil

Information on applying electronically can be found at:
www.ma.ng.mil
(Look under Careers \ Technician Jobs)

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-7452/6757 or DSN 256-7452/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**
- H. **APPLICANTS SHOULD CONTACT THEIR INCENTIVES MANAGER TO DETERMINE IF ACCEPTING THIS POSITION WILL AFFECT ANY BONUS RECEIVED FROM THE MILITARY.**

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